DEFENSE MEDICAL LOGISTICS STANDARD SUPPORT (DMLSS) CUSTOMER ASSISTANCE MODULE (DCAM)

MODULE 1: INTRODUCTION TO DCAM

STUDENT GUIDE
VERSION 1.0

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1. Introduction

The Defense Medical Logistics Standard Support (DMLSS) Customer Assistance Module (DCAM), from this point forward referred to as DCAM, is a paperless software tool designed to support medical supply operations. It ensures necessary medical supplies are available to Medical Treatment Facilities (MTF) when needed. DCAM allows you to download catalogs and order, transmit, receive, and track medical supplies.

After the loading of DCAM software, you need to setup the DCAM Administrator Account, Environment, and User Accounts. This module presents a high level look at the purpose, benefits, and features of the DCAM software.

Note: In the next module, you will establish the DCAM Environment and Accounts.

The following topics are covered in this module:

- Purpose and Benefits of DCAM
- DCAM Features:
  - DCAM Menu Items
  - DCAM Action Icons
- Student Evaluation
- Conclusion

2. Objectives

At the end of this module, you will be able to accomplish the following without assistance:

- Describe the purpose and benefits to DCAM
- Explain the Menu links and Action icons

3. Purpose and Benefits of DCAM

DCAM is a Windows-based medical logistics-ordering tool deployed as part of the Theater Medical Information Program-Joint (TMIP-J) software suite.

DCAM allows you to electronically:

- Download and view the Supplier's Catalog, Free Issue Stock, and Picture Catalog
- Generate supply Orders
- Monitor Orders
- Transmit Orders
- Track and monitor Orders and Inventory

DCAM contains the following features:

- Download Catalogs
- View daily Stock Lists and Substitute Items
- Update and track all On Hand Balances, Due Ins, Maximum Release Quantities, and Status
- Create and Submit Orders
- Generate Reports to monitor and maintain supplies
- Create and track Issue Control
- Reorder supplies automatically when items fall below normal operating levels
- Display QC Messages
- View items available through Free Issue Stock.
- Order items not currently in the Supplier's Catalog through the New Item Request (NIR) function
- Generate the Local Catalog

4. DCAM Features

DCAM is a Windows-based operation. Navigating through DCAM consists of Menu links, Menu icons, and Action icons to display the screens and search capabilities to find and order medical supplies.

4.1 DCAM Menu Items

DCAM Menu items consist of links and icons. The **Menu Links** are located at the top of the **DCAM** screen as shown in Figure 4-1. The Menu Links Table located below describes the **Menu Links** and their main use.

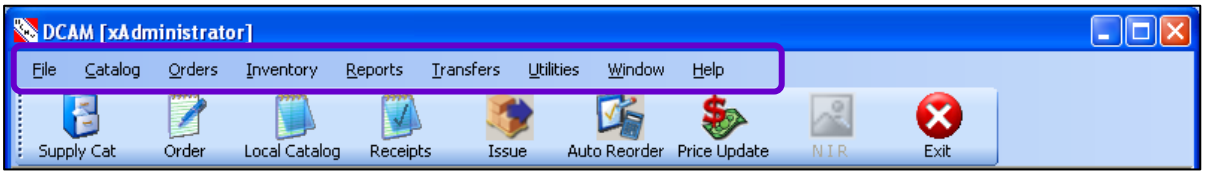


Figure 4-1. DCAM Menu Links

Menu Links Table	
Menu Link	**Use**
File	Exit DCAM.
Catalog	Access to view, query, and find items from the Supplier's Catalog and Free Issue Stock. Order from the Free Issue Stock.
Orders	Create supply requests, check Free Issue Stock Orders, view the status of orders through Document Register, and process incoming files.
Inventory	Access to Local Catalog items, process receipts, issue control, initiate the automatic reordering process, and delete old orders.
Reports	Generate and print a variety of Reports to maintain and monitor DCAM.
Transfers	Transfer orders and information to the supplier via Network Account, export to files, and e-mail. Import Catalog updates, receipts, and other information from the supplier.

Menu Links Table	
Menu Link	**Use**
Utilities	Establish the DCAM environment including Administrator and User Account creation. Maintain DCAM through updating Catalog items and price, backing up procedures, and converting data from DCAM.
Window	Controls display of functions. **Note:** User should not make any changes to the display of DCAM.
Help	Online Help including a list of contacts.

Corresponding **Menu Icons** are located just below the **Menu Links**. These icons provide shortcuts to commonly used **Menu Links**. Figure 4-2 displays the **Menu Icons**, and the Menu Icons and Corresponding Menu Links Table below describes the corresponding links associated with the icons.

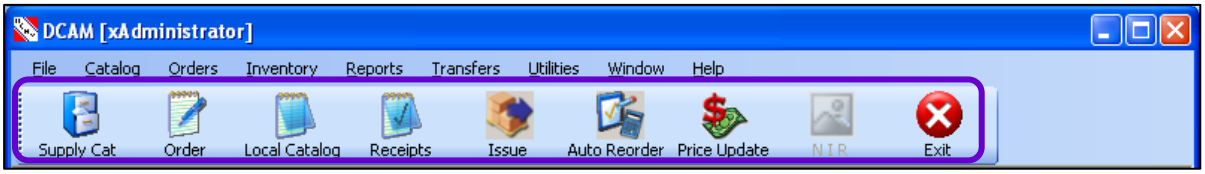


Figure 4-2. DCAM Menu Icons

Menu Icons and Corresponding Menu Links Table	
Menu Icon	**Corresponding Menu Link**
Supply Cat	Catalog > Supplier's Catalog
Order	Orders > Order
Local Catalog	Inventory > Local Catalog Record
Receipts	Inventory > Process Receipts
Issue	Inventory > Issue Control
Auto Reorder	Inventory > Automatic Reorder
Price Update	Utilities > Price Update Tool
NIR	Utilities > New Item Request
Exit	File > Exit

4.2 DCAM Action Icons

Each DCAM function has **Action Icons** that aid in processing that function. These icons take you to additional screens or provide search and calculation capabilities to make your job easier. A few of the **Action Icons** are located to the right of the DCAM screen as shown in Figure 4-3. **Action Icons** are specific or case sensitive to the DCAM function.

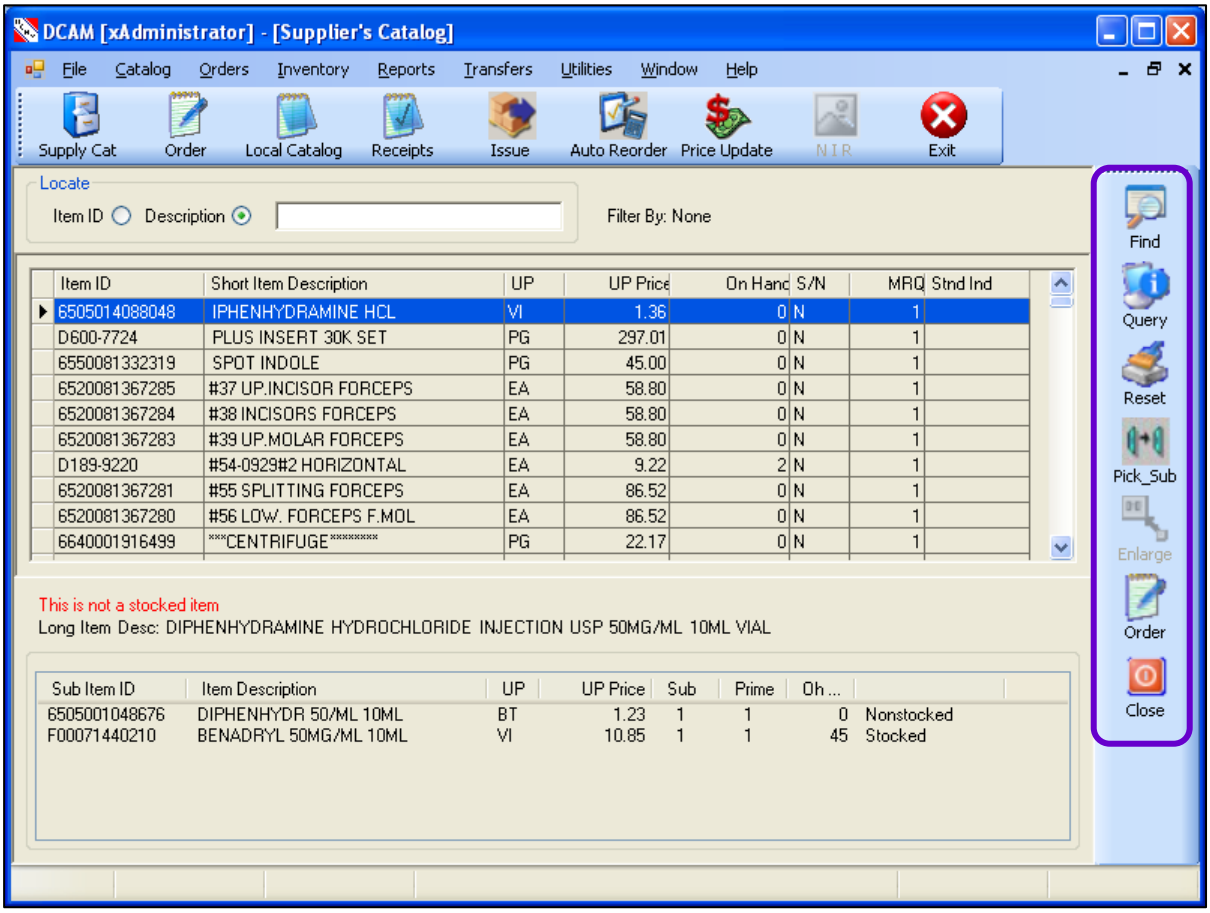
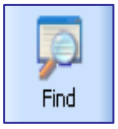
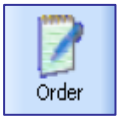
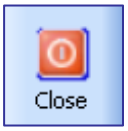


Figure 4-3. DCAM Action Icons

The DCAM Action Icons Table below provides a list and description of some of the **Action Icons**.

DCAM Action Icons Table			
Icon	**Description**	**Icon**	**Description**
	Opens a Search window to search for a supply item.		Opens the Query window to select the type of Query to process.
	Selects the highlighted item.		Inserts a row of data. Allows you to add an item to an Order or information to DCAM. After selecting **OK**, use **Insert** to return to the previous page.
	Orders the highlighted item.		Provides the update screen to change or update previously entered data.
	Opens the Supplier's Catalog.		Opens the Local Catalog.
	Advances to the next screen or process. Verifies the validity and accuracy of the data entered.		Deletes the highlighted item.
	Indicates the item has a substitute, and this icon allows you to pick the substitute item.		Reorder Calculation Tool – Indicates if there is an established reorder for the highlighted Local Catalog item.
	Resets the screen or window back to the original state.		Resets the screen back to its original state removing any unsaved data.
	Closes the open screen or window bringing you back to the previous screen.		Sends the highlighted order to the supplier.
	Enlarges the item highlighted.		Access the print function to print the item.

4.3 Required Fields

All required data entry fields are identified with a red dot. Fields containing the red dot must be completed in order to save the screen as shown in Figure 4-4.

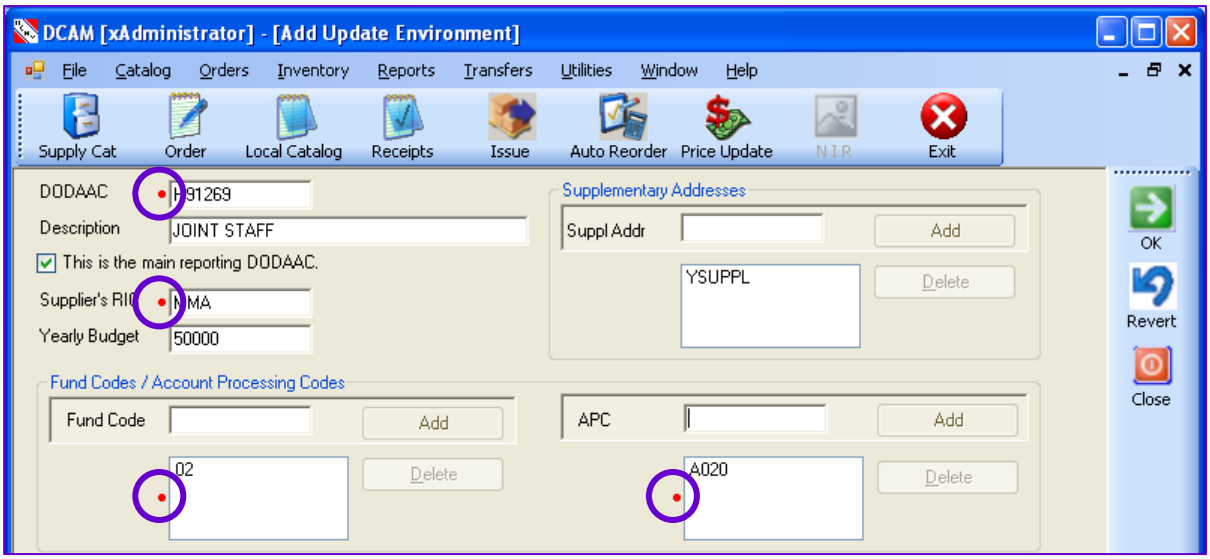


Figure 4-4. Example of Required Fields

5. Student Evaluation

5.1 Knowledge

1. DCAM allows you to:
   a. Order supplies
   b. Transmit Orders
   c. Track Orders
   d. All of the Above

2. The deployment of DCAM is part of the _____ software suite.

3. True or False. You can download Catalogs for use in DCAM. _____

4. True or False. DCAM does not allow for selecting substitute supply items.
   _____

5. True or False. You can order supplies not currently in the Catalog via the NIR function.
   _____

6. Navigate through DCAM via _____ and _____.

7. True or False. Action Icons correspond to Menu Links. _____

8. _____ Icons aid in processing DCAM functions.

6. Conclusion

DCAM provides an electronic medium for finding, ordering, transmitting, tracking, and monitoring supplies to ensure medical facilities have what is needed to operate efficiently.

The DCAM software is part of the TMIP-J software suite. It is easy to use as it is a Windows-based application. The use of Menu Links, Menu Icons, and Action Icons aid in streamlining the supply ordering and monitoring process.